

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF FINANCE, Purchasing ✓

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1. REQUISITIONS

Size: Letter size
Dates: 1950 - -
Quantity: 5 file drawers
File Arrangement: By school
Disposable Amount: 3 cubic feet

The Requisitions originate in the schools and departments of the Board as special needs arise giving the name and date, a description of the material, the quantity and the price. The purchase order number is added in the Purchasing Division with the date of receipt of the order. The Requisition file is composed of intermittent requests for special or additional supplies not included in the comprehensive "School Requests" which are generally annual orders.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. SCHOOL REQUESTS

Size: Letter size
Dates: 1950 - -
Quantity: 7 file drawers
File Arrangement: Alphabetical by class of material
Disposable Amount: 5 cubic feet

This file is composed of comprehensive requisitions which are generally annual as distinguished from the Requisition File which includes special items or materials in short supply or required for special reasons. The requisitions give the name of the company and

the items, with item numbers, the unit price and total price. This file includes supplies and equipment for educational activities (textbooks), first aid, duplicating, home economics, janitorial services, libraries, and physical education.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. PURCHASE ORDERS (GREEN COPY)

Size: 6" x 9" sheets
 Dates: 1950 - -
 Quantity: 7 file drawers
 File Arrangement: Alphabetically by vendor
 Disposable Amount: 5 cubic feet

The serialized purchase orders are prepared in quadruplicate:

1. The original (white) is sent to the vendor
2. The second copy (pink) goes to Accounting Division where it is filed as a control copy in the Purchase Order (Pink Copy) File.
3. The third copy (yellow) is sent to the school or department ordering where it is filed until receipt of the order and invoice from the vendor when the yellow copy and the invoice are sent to Accounting for payment. In Accounting the pink copy is removed from Unpaid Bills, the invoice attached, the check and two check copies are cut, notation of payment is shown on the invoice. The invoice and pink check copy are filed in the Voucher File by check number, and the yellow copy is filed by name of the vendor.
4. The fourth copy (green) is retained in the file in the Purchasing Division.

The recommendation below applies only to the Green Purchase Order copy retained in the Purchasing Division files.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. BID FILE

Size: Letter size
 Dates: 1950 - -
 Quantity: 4 file drawers
 File Arrangement: Alphabetical by class of material
 Disposable Amount: 2 cubic feet

The Bid File contains all material relating to the purchase of school materials by bid including the advertisement, specifications, the proposals and the bids.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.